

CIA Administrative Instructions

1 of 1

RESTRICTED

RESTRICTED
CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

24 May 1948

STATINTL

SUBJECT: Clearing of Employees Prior to Final Payment.

1. Final payment for personal services will be made only after it has been officially certified that an employee is not obligated to CIA.
2. Official certification as to an employee's obligation status will be made on "Final Payment Clearance Sheet," Form No. 34-30, when an employee is terminating, leaving for overseas duty, taking leave without pay for 60 or more calendar days, or when transferring from vouchered to unvouchered funds status or vice versa.
3. The office to which a separating employee is assigned will notify the Personnel Branch, A&M, of the contemplated action by the submission of "Personnel Action Request," Form No. 37-3, at least one week prior to the employee's last working day.
4. Upon receipt of Form No. 37-3, the Personnel Branch, A&M, will initiate Form No. 34-30 and will notify the employee, through his Administrative Officer, and the Investigation Division, Security Branch, Inspection and Security, of the date set for the exit interview, which will usually be within forty-eight hours prior to departure. The Personnel Branch, A&M, at the time of exit interview will furnish the employee with Form No. 34-30, and will notify the Investigation Division, Security Branch, I&S, that the employee is clearing.
5. Completion of the form, except as provided in paragraph 8, will be in the most efficient numerical sequence to be indicated by the Personnel Branch, A&M. The last certification will be by the appropriate paying office: (1) For civilians - Fiscal or Special Services Division, Budget and Finance Branch, A&M, or Special Funds Division, OSO. (2) For military personnel - Naval Administrative Command, or Headquarters Detachment.
6. When all clearances have been obtained, the employee will sign the form and leave it with the paying office.
7. When the employee is unavailable, his Administrative Officer will obtain the required clearances on Form 34-30 and forward it to the appropriate paying office without the employee's signature.
8. [redacted] the Chief of the station will de-brief the employee, execute certifications No. 2 and No. 6, and forward Form No. 34-30 to the appropriate Washington Headquarters office for the remaining certifications.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.

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Executive for
Administration and Management

DISTRIBUTION: A

STATINTL

RESTRICTED
CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

STATINTL

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6. When all clearances have been obtained, the employee will sign the form and leave it with the paying office.
7. When the employee is unavailable, his Administrative Officer will obtain the required clearances on Form 34-30 and forward it to the appropriate paying office without the employee's signature.
8. In the U. S. field offices, the Chief of the station will de-brief the employee, execute certifications No. 2 and No. 6, and forward Form No. 34-30 to the appropriate Washington Headquarters office for the remaining certifications.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.

RESTRICTED

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Executive for
Administration and Management

ER 8798

DRAFT -

15 April 1948

STATINTL

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

STATINTL

Date: *May 24/48*

SUBJECT: Clearing of Employees Prior to Final Payment.

1. Final payment for personal services will be made only after it has been officially certified that an employee is not obligated to CIA.
2. Official certification as to an employee's obligation status will be made on "Final Payment Clearance Sheet," Form No. 34-30, when an employee is *terminating, leaving for overseas duty, taking leave without pay for 60 or more calendar days, or when transferring from noncovered to uncovered funds, or vice versa.*
3. The office to which a separating employee is assigned will notify the Personnel Branch of the contemplated action by the submission of "Personnel Action Request," Form No. 37-3, at least one week prior to the employee's last working day.
4. Upon receipt of Form No. 37-3, the Personnel Branch will initiate Form No. 34-30 and will notify the employee, through his Administrative Officer, *and the Investigations Division, Inspection and Security,* of the date set for the exit interview, which will usually be within forty-eight hours prior to departure. The Personnel Branch at the time of exit interview will furnish the employee with Form No. 34-30 *and will notify the Investigations Division that the employee is clearing.*
5. Completion of the form, *at the points indicated by the Personnel Branch,* will be in accordance with the numerical sequence except as provided in paragraph 8 below. The last certification will be by the appropriate paying office: (1) For civilians - Fiscal or Special Services Division, Budget and Finance Branch, or Special Funds Division, OSO. (2) For military personnel, - appropriate Naval Command, or Headquarters Detachment.
6. When all clearances have been obtained the employee will sign the form and leave it with the paying office.

RESTRICTED

-2-

7. When the employee is unavailable, his Administrative Officer will obtain the required clearances on Form No. 34-30 and forward it to the appropriate paying office without the employee's signature.

STATINTL

8. the Chief of the station will de-brief the employee, execute certifications No. 2 and No. 6 and forward Form No. 34-30 to the appropriate Washington Headquarters office for the remaining certifications.

FOR THE ECI:

LTS

STATINTL

CONCURRENCES:

Chf., Personnel Br., A&M	- I (do not) concur
Chf., Budget & Finance Br., A&M	- I (do not) concur
Chf., Reference Center, A&M	- I (do not) concur
Exec., Inspection & Security	- I (do not) concur
Chf., Services Br., A&M	- I (do not) concur

Special Thanks to, SO *Concur*

late
late
late
late
late

STATINTL

concur. Objections contained #1 of his memo (attached) have been satisfied.

STATINTL

RESTRICTED

STANDARD FORM NO. 64

RESTRICTED

ER 9442

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Inspection and Security
FROM : Acting Deputy for Security
SUBJECT: Clearing of Employees Prior to Final Payment

DATE: 11 May 1948

1. Reference proposed Administrative Instruction, subject: Clearing of Employees Prior to Final Payment.

2. In order that I & S might have adequate advance notice for the clearing of employees in order to consult the security files and make necessary arrangements for the exit interview, two additions have been made to the proposed Instruction. The additions appear in Paragraph 4, line 3, "... and the Investigation Division, I & S . . .", and at the end of the last sentence in this paragraph, "... and will notify the Investigations Division that the employee is clearing." This will provide for adequate notice to the Investigations Division to make the necessary preparations for the exit interview.

3. It is recommended that the proposed instruction be approved.



STATINTL

OK/SZ

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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Branch

FROM : Chief, Budget and Finance Branch

DATE: 3 May 1948

SUBJECT: Final Payment Clearance Sheet, Form No. 34-30

1. Concurrence is being withheld from subject form because Space No. 7 provides for certification by "Budget and Finance Branch or Special Funds Division". It does not seem feasible to combine the certification for these offices in the same space since certification of both is required in many cases. -OK

2. Paragraph 2 of the Administrative Instruction covering use of this form provides that it be used "when an employee is leaving because of overseas duty, termination or LWOP". The term LWOP in itself is insufficient since clearance is not required for LWOP for short periods. No provision is included for employees transferring from vouchered to unvouchered payrolls, or vice versa. 60 days? -OK

3. Enumerated below are other comments for your consideration:

a. An additional blank space for certifications is suggested. This space could be used for special clearances and may preclude revision of the form in the future should an additional clearance be instituted. ✓

b. It is suggested that the prenumbering of certification spaces be eliminated. The employee in the Personnel Branch who originates the form should be properly instructed to route the individuals in the most efficient manner. -OK

c. It is felt that the preassignment of space for exceptions is unnecessary since some will require more space and others little or none. This office would prefer to see exceptions stated on memorandums and attached to the form. ✓

d. It would appear advisable to have the minimum of instructions concerning the use and processing of this form included on the reverse.

[Redacted Signature Box]

E. R. SAUNDERS

STATINTL

Rash-

instructions - P. to initiate & signatures
attached on exceptions

RESTRICTED

UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO				INITIALS		DATE	
1	Chief Personnel Branch					4/19	
2	Chief Services Branch					22 April	
3	Chief ^{edg} Reference Center					23 April	
4	Chief Budget & Finance Br.						
5							
FROM				INITIALS		DATE	
1	Chief Mgmt Br.					15 April	
2							
3							

☐ APPROVAL
☐ ACTION
☐ COMMENT
☒ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION

☐ SIGNATURE
☐ RETURN
☐ DISPATCH
☐ FILE

REMARKS: The proposed form and working files are attached for your information. When all C&M Chiefs have reviewed return to me.

SECRET
CONFIDENTIAL
~~RESTRICTED~~
UNCLASSIFIED

FORM NO. 30-4
SEP 1947

STATINTL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration & Management

DATE: 13 February 1948

FROM : Acting Chief, Personnel Branch

SUBJECT: Final Payment Clearance Sheet

*Office Memorandum
to the
Executive for
Administration &
Management
from the
Acting Chief,
Personnel Branch
13 Feb 48*

draft for military & Navy Management

There is attached a draft of a Final Payment Clearance Sheet which has been devised to replace Form Number 36-20 Property Clearance Sheet.

In view of the divergence of opinion between the Chief of the Services Branch and the Assistant Chief, Budget and Finance Branch, as outlined in the attached memoranda, it is requested that the Executive for Administration and Management determine whether the changes as outlined by the Chief of the Services Branch should be incorporated in the proposed clearance sheet or if the draft should be approved as submitted.



STATINTL

WILLIAM J. KELLY

Acting Chief, Personnel Branch

Attachment

- Memo - Final Payment Clearance Sheet
- Memo - 27 January 1948
- Memo - 15 January 1948
- Memo (carbon) 8 January 1948

27 January 1948

MEMORANDUM

TO: Acting Chief, Personnel Branch

FROM: Chief, Services Branch

SUBJECT: Final Payment Clearance Sheet

1. Reference memorandum 15 January 1948, Subject: "Final Payment Clearance Sheet" from Assistant Chief, Budget and Finance Branch to Acting Chief, Personnel Branch.

2. The comments contained in the above mentioned memorandum are not concurred in. The reason being that it is the primary responsibility of the Administrative Officer to take every possible action to clear an employee prior to his request for clearance to branches and divisions of A&M. If an employee can not be cleared, it seems that it is the responsibility of the Administrative Officer to take such steps as are necessary to clear up any discrepancies or charges which exist against the employee.

3. There are actually two divisions in Services Branch which are interested in the resignation and transfer of any employee, i.e., Property Control Division and Transportation Division. There is no need for the employee to come through the Office of the Chief, Services Branch, since no action can be taken in that office. It would just mean that the employee would have extra waiting due to the fact that the Administrative Officer of the Services Branch would have to clear with the two divisions mentioned above. Therefore, it seems logical that the employee should go direct to the divisions concerned.

4. Comments contained in penultimate paragraph of subject memorandum in effect states that the form should not be made to fit the purpose for which it is desired because to do so would make the form too lengthy and too detailed. In my opinion this comment is completely unjustified.

5. In view of the above comments, Services Branch stands on the comments previously made and contained in memorandum dated 7 January 1948.

Mo.
W. G.

Chief, Services Branch

STATINTL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Personnel Branch
FROM : Assistant Chief, Budget and Finance Branch
SUBJECT: Final Payment Clearance Sheet

DATE: 15 January 1948

STATINTL

Reference is made to your memorandum of 8 January 1948 suggesting that consideration be given to the proposals outlined in memorandum of 7 January 1948 from [] Services Branch.

With regard to the additional certification suggested for administrative officers, it is felt that such certification is not sufficiently binding, nor does it appear necessary in view of the certification already provided. A rewording of the present certification to read as follows might be advisable: "I CERTIFY that the items for which I am responsible have been checked against the official records and to the best of my knowledge and belief, the employee has accounted for all items (certified) except as noted." OK,
ave

It is realized that the Property Control Division does not have knowledge of property assigned to individuals being cleared, but insofar as this form is concerned, it was intended that Property Control Division certify only to the fact that the individual has no survey reports pending. Perhaps this situation could be remedied by changing "Property" to "Property Accountability" and adding another item for "Property Surveys" - "Property Accountability" would thus be shown for the Administrative Officer's certification and "Property Survey" for certification by Services Branch. OK
ave

This office appreciates the benefits to be derived from separate certifications by the Property Control Division and Transportation Division. However, if this were done, Services Branch would require a third space for certification of items 3 and 4. Similar situations exist in other branches and if all branches were accommodated on the same basis, space would be a limiting factor. It appears that the same expedient results could be accomplished by internal procedure.

STATINTL

Should you or [] desire further discussions in connection with these matters, kindly advise.

STATINTL

[]
Assistant Chief,
Budget and Finance Branch

Assistant Chief, Budget and Finance Branch

8 January 1948

Acting Chief, Personnel Branch

Final Payment Clearance Sheet

Reference is made to the attached memorandum dated 3 December 1947, which was forwarded to this office for consideration and approval.

This office agrees that the proposed form should be numbered in the "30" series, since the final form actually controls salary payments. However, in a memorandum dated 7 January 1948, from Chief, Services Branch, there is outlined two proposals which, in the opinion of this office, should be considered before final approval can be given.

STATINTL

Att.

W. J. KELLY
Acting Chief, Personnel Branch

PRD:TJH:mmr

DEC 12 1947

EX-100

MEMORANDUM

7 January 1948

TO: Chief, Personnel Branch
FROM: Chief, Services Branch
SUBJECT: Final Payment Clearance Sheet

1. Reference is made to memorandum dated 3 December 1947 from the Assistant Chief, Budget and Finance Branch to your office, Subject: "Final Payment Clearance Sheet."

2. The following suggestions, in connection with the Final Payment Clearance Sheet, are submitted.

- (a) Step No. 1 in the sheet should include a statement and certification by the Administrative Officer of the activity in which the person is employed as follows:

"To my knowledge, the individual is not responsible for any funds, property, documents, etc., and that all obligations to the Agency have been satisfied."

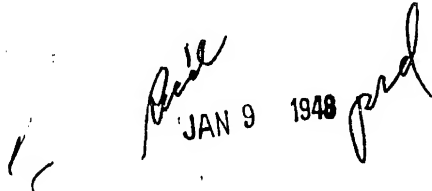
- (b) The Services Branch be eliminated and that a separate certification be included for the Property Control Division, Services Branch, and the Transportation Division, Services Branch. This change will expedite processing of employees for release.

3. Comments in paragraph (a) above are extremely essential since the Property Control Division, for example, will not always have knowledge regarding the persons responsibility for property within the activity in which he was employed.

[Redacted Signature]


Chief, Services Branch

STATINTL

TRANSMITTAL P		
9 January 1948 DATE		
TO: 		
BUILDING	ROOM NO.	
North	115	
REMARKS:		
Items 1 and 5 and Instructions approved for security.		
 JAN 9 1948		
FROM: Chief, Phys. Sec.		
BUILDING	ROOM NO.	EXTENSION
Central	110	787
FORM NO. 36-8 SEP 1946		(1299)

STATINTL

STATINTL

TRANSMITTAL SLIF		
8 January 1948 DATE		
TO: 		
BUILDING	ROOM NO.	
CENTRAL	110	
REMARKS:		
FOR YOUR CONSIDERATION AND CONCURRENCE. ANY SUGGESTIONS SHOULD BE WRITTEN IN MEMORANDUM FORM TO THE ACTING CHIEF, PERSONNEL RELATIONS DIVISION AND SUBMITTED TO THAT OFFICE <u>NO LATER THAN MONDAY, 12 JANUARY 1948.</u> PLEASE RETURN DRAFT TO THE PERSONNEL RELATIONS DIVISION <u>NO LATER THAN MONDAY 12 JANUARY 1948.</u>		
		
FROM: PERSONNEL RELATIONS DIVISION		
BUILDING	ROOM NO.	EXTENSION
NORTH	115	2144
FORM NO. 36-8 SEP 1946		(1299)

STATINTL

STATINTL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Branch
FROM : Assistant Chief, Budget and Finance Branch
SUBJECT: Final Payment Clearance Sheet

DATE: 3 December 1947

There is attached a draft of Final Payment Clearance Sheet, with instructions on the reverse, which has been devised to replace Form No. 36-20, Property Clearance Sheet. In accordance with your informal suggestion, the draft is submitted to you for approval, clearance with appropriate offices, and ultimate reproduction after approval of the Management Branch.

This form meets with the approval of this Branch and it is suggested that it be numbered in series "30" (Budget and Finance Branch) since the form actually controls final salary payment. Should you have further questions concerning the form and instructions or desire assistance in obtaining necessary clearances, please contact the undersigned or on Extension 454. STATINTL

STATINTL

Assistant Chief
Budget and Finance Branch

Att.

111

CENTRAL INTELLIGENCE AGENCY		Last Working Day															
FINAL PAYMENT CLEARANCE SHEET																	
Name of Employee		Office															
Reason for Clearance																	
<p style="text-align: center;">ITEMS TO BE CERTIFIED</p> <table border="0"> <tr> <td>1. Exit Interview</td> <td>2. Transportation Requests</td> <td>3. Official Parking Permits</td> <td>4. Credit Cards (Gasoline & Oil)</td> <td>5. Identification Badges, Credentials</td> <td>6. Books, Official Documents, etc.</td> <td>7. Orders (Military or Naval)</td> <td>8. Property</td> <td>9. Leave (Annual, Sick, LWOP)</td> <td>10. Travel & Transportation Advances</td> <td>11. Claims, Exceptions, etc.</td> <td>12. Loans (Welfare, Credit Union)</td> <td>13. Issuances (Military)</td> <td>14.</td> </tr> </table>				1. Exit Interview	2. Transportation Requests	3. Official Parking Permits	4. Credit Cards (Gasoline & Oil)	5. Identification Badges, Credentials	6. Books, Official Documents, etc.	7. Orders (Military or Naval)	8. Property	9. Leave (Annual, Sick, LWOP)	10. Travel & Transportation Advances	11. Claims, Exceptions, etc.	12. Loans (Welfare, Credit Union)	13. Issuances (Military)	14.
1. Exit Interview	2. Transportation Requests	3. Official Parking Permits	4. Credit Cards (Gasoline & Oil)	5. Identification Badges, Credentials	6. Books, Official Documents, etc.	7. Orders (Military or Naval)	8. Property	9. Leave (Annual, Sick, LWOP)	10. Travel & Transportation Advances	11. Claims, Exceptions, etc.	12. Loans (Welfare, Credit Union)	13. Issuances (Military)	14.				
Exceptions taken (if any):																	
I CERTIFY that the items for which I am responsible have been checked against the official records, and, except as noted, the employee named has accounted for each item.																	
PERSONNEL BRANCH		SPECIAL FUNDS DIVISION															
Items certified: 1, 12		Items certified: 9, 10, 11															
Signature		Signature															
Title	Date	Title	Date														
OFFICE TO WHICH PRESENTLY ASSIGNED		BUDGET AND FINANCE BRANCH															
Items certified: 6, 8		Items certified: 9, 10, 11															
Signature		Signature															
Title	Date	Title	Date														
SERVICES BRANCH		NAVAL ADMINISTRATIVE COMMAND OR HDQ. & HDQ. DETACHMENT															
Items certified: 2, 3, 4, 8		Items certified: 7, 13															
Signature		Signature															
Title	Date	Title	Date														
SECURITY OFFICE																	
Items certified: 1, 5		Items certified:															
Signature		Signature															
Title	Date	Title	Date														
REFERENCE CENTER LIBRARY		I CERTIFY that to the best of my knowledge and belief I am not indebted to the United States Government whatsoever, as a result of my connection with this organization.															
Items certified: 6		Signature															
Signature		Date															
Title	Date	Forwarding Address															

(See Reverse for Instructions)

INSTRUCTIONS

1. GENERAL

a. Final Payment Clearance Sheet must be executed and processed when an employee will be absent from the Agency for a period exceeding 60 calendar days, for any reason whatsoever, including resignation, termination, leave without pay, advance sick leave or departure for overseas duty, and when an employee is transferred from vouchered to unvouchered fund payroll, or vice versa.

b. Final payment of monies due the employee cannot be effected in the absence of a satisfactorily completed Final Payment Clearance Sheet.

c. This form must originate in the Personnel Branch, where the supply shall be retained.

d. In Washington, the sheet shall be hand processed by the employee within the 24 hour period preceding the last working day.

e. those unusual cases where the employee is not available, the Washington Branch of the office shall initiate action to have the sheet processed. The employee's signature will not be required in these cases.

2. ACTION BY PERSONNEL BRANCH

a. After the Personnel Branch has received the Personnel Action Request, Form No. 37-3, the employing office shall be notified of the date set for the exit interview and of the necessity for processing the sheet. At this time, the Personnel Branch shall also notify the Security Office, furnishing the name of the employee and last working day.

b. Exit interviews will usually be held on the date of departure or the day prior to the date of departure. At this time the employee will receive the clearance sheet and instructions regarding its completion.

3. ROUTING

a. The Personnel Branch shall indicate the sequence to be followed in securing necessary clearances and also insert the room number and buildings to be visited by the employee. An extra space is provided for routing special cases which require clearances other than those shown.

b. When civilians are clearing, the Personnel Branch shall delete the routing space for "Naval Administrative Command or Hdq. & Hdq. Detachment". Otherwise, no deletions are permissible.

c. For civilians, the last office to which the form is routed shall be the employee's paying office, namely, Fiscal Division or Special Services Division of the Budget and Finance Branch or the Special Funds Division, OSO. The form shall be retained by the paying office to support final payment.

d. For naval or military personnel, the last office to which the form is routed shall be the applicable command or headquarters.

4. CERTIFICATIONS

a. Signature by a responsible individual within the Office or Branch, indicates that the items certified have been checked against the official records. If items other than those listed are certified, the item number must be inserted after those already shown. Space is provided (No. 14), for inserting items not already listed.

b. Exceptions taken should be noted in the space provided or attached in the form of a memorandum. If memorandum is used, the notation "See memo attached" must be shown on the face of the sheet in the space provided for exceptions.

c. Exceptions involving monetary indebtedness should state the amount due so that deductions may be effected from salaries or compensation due the employee.

CENTRAL INTELLIGENCE GROUP PROPERTY CLEARANCE SHEET

(TO BE COMPLETED PRIOR TO SEPARATION FROM THIS ORGANIZATION)

NAME		DATE	
NO.	CHECK HERE	INSTRUCTIONS: REPORT TO EACH OF THE OFFICES CHECKED BELOW IN THE ORDER LISTED THEN SIGN THE CERTIFICATION AT THE BOTTOM OF THE SHEET. LEAVE THE COMPLETED FORM WITH THE LAST OFFICE CHECKED.	
		NOTE: AFTER THE ABOVE DATE NO ADVANCES OF U. S. GOVERNMENT FUNDS OR PROPERTY WILL BE ISSUED TO YOU.	
1		PERSONNEL DIVISION ROOM 100 NORTH BUILDING	SIGNATURE _____ DATE _____
2		BRANCH ADMINISTRATIVE OR PROPERTY OFFICER LAST TO WHICH YOU WERE PERMANENTLY ASSIGNED	SIGNATURE _____ DATE _____
3		PROPERTY BOARD ROOM 235 SOUTH BUILDING	SIGNATURE _____ DATE _____
4		SECURITY DIVISION ROOM 144 SOUTH BUILDING	SIGNATURE _____ DATE _____
5			SIGNATURE _____ DATE _____
6		SPECIAL FUNDS SECTION ROOM 1116 QUE BUILDING	SIGNATURE _____ DATE _____
7		FISCAL SECTION ROOM 208 NORTH BUILDING	SIGNATURE _____ DATE _____
8		NAVAL COMMAND ROOM 100 NORTH BUILDING	SIGNATURE _____ DATE _____
9		HEADQUARTERS AND HEAD- QUARTERS DETACHMENT ROOM 100 NORTH BUILDING	SIGNATURE _____ DATE _____
CERTIFICATION			
I CERTIFY that to the best of my knowledge and belief I am not indebted to the United States Government whatsoever as a result of my connection with this organization.			
_____ (SIGNATURE OF SEPARATING EMPLOYEE)			

FORM NO. 36-20
NOV 1946

(1694)